

## DEFINITIONS

**Advertisement** – A public notice or announcement of upcoming continuing education event.

**ALS Continuing Education** – Advanced life support education provides basic, intermediate and advanced life support continuing education to MICNs, paramedics, EMT-IIs and EMT-Is that have an approved expanded scope of practice.

**Approved CE Provider** – An individual or organization that has a valid California EMS Continuing Education Provider (CEP) number or a Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS) provider number.

**Attendance Record (Roster)** – This is also called an Attendance Record. The two names are used interchangeably. This is the sign in sheet required for all CE that is issued regardless of the type of program that CE is issued.

**BLS Continuing Education** – Basic life support education provides non-invasive basic life support continuing education to EMT-Is and first responders.

**College Credit** – College credit offered by accredited colleges and universities and used for CE must be pertinent to prehospital care and approved by the CE program director. Courses accepted are physical, social or behavioral sciences (e.g. anatomy, physiology, sociology, psychology).

**Competency** – Knowledge, skill and attitudes necessary to perform safely at an expected level of expertise, responsibility and domain of professional practice as evidenced by behavior.

**Contact hour** – One CE unit equals one CE hour; 50 minutes of a 60 minute clock hour.

**Continuing Education (CE)** – Course, class, activity, or experience designed to be educational with learning objectives and performance evaluations for the purpose of providing EMS personnel with reinforcement of basic EMS training, as well as knowledge to enhance individual and system proficiency in the practice of prehospital emergency medical care.

**Course/Instructor Evaluation** – A systematic process by which a judgment is made about the consequences, results, effects, or merit of a CE activity to be used to determine subsequent program approval and evaluate the need for quality improvement

**Course Outline** – This is an overview of a planned CE activity that includes: a needs assessment, overall purpose of the program, and a detailed content outline with learner objectives, time frames, teaching methods, name of the instructor and a performance evaluation and a course/instructor evaluation.

**Educational Activity** – A planned educational session that has formal objectives and has written and/or skills performance evaluations.

**EMS Provider (Prehospital Personnel)** – A/an EMT-I, EMT-II, paramedic or MICN.

**EMS Service Provider** – An organization employing certified EMT-I, certified EMT-II or licensed paramedic personnel for the delivery of emergency medical care to the sick and injured at the scene of an emergency, during transport, or during interfacility transfer.

**Evaluation** – A systematic process by which a judgment is made about the results, effects, or merit of a CE activity and or program providing continuing education. An Evaluation also determines individual achievement of learner objectives.

**Indirect Patient Care** – Instruction in activities and information that is not directly related to patient care, but provides additional medical knowledge and aids in providing a safe and appropriate environment for patients. Examples of indirect patient care are: Hazmat, decontamination procedures, clinical experience in the operating room, observing an autopsy, ambulance operations, driving in order to transport patients, 12 lead ECG training, etc.

**Instructor Based** – Instructor resources readily available to students in order to answer questions, address concerns, and provide clarification and feedback, etc. This includes on-line CE courses where an instructor is available to the student. This does not include magazine articles, clinical or field precepting, or teaching.

**Internet Based Continuing Education Program** – Distance learning programs designed to provide continuing education courses utilizing the World Wide Web.

**Intranet Based Continuing Education Program** – Distance learning programs designed to provide continuing education programs utilizing a privately maintained network within an organization that can be accessed only by authorized persons within that organization.

**Learner Need** – Knowledge, skills, or attitudes that are lacking but necessary for attainment of an improved level of practice. This can be satisfied by learning experiences.

**Learning Experience** – An interaction between the learner and the planned educational activity that results in a change in the learner's knowledge, skills, or attitude.

**Media/Serial Production** – Educational programs provided by utilizing films, videos, audiotapes, magazine articles, home study, computer simulations or interactive modules.

**National Standard Curriculum** – Curricula developed under the auspices of the United States Department of Transportation, National Highway Traffic Safety Administration for the specified level of training of EMS personnel.

**Nationally Recognized Courses** – Courses offered by professional organizations.

**Needs Assessment** – The process of identifying learner needs to ensure that a planned CE activity is relevant to the target audience.

**Non-Instructor Based** – An instructor is not physically present or cannot be readily reached by any means of communication to answer questions, address concerns and provide clarification and feedback, etc. This includes most media/serial productions, magazine articles, clinical/field precepting and teaching.

**Objective** – An intended outcome of instruction set forth as a specific behavior of the learner that can be measured by performance at the completion of the CE activity.

**Prehospital Care Personnel** – This includes a/an EMT-I, EMT-II, paramedic or MICN

**Professional Development** – Lifelong process of active participation by a healthcare professional in learning activities that assist in developing and maintaining their continuing competence, enhancing their professional practice, and achieving career goals.

**Regionally Sponsored Courses/Conferences** – These are courses or conferences given where continuing education is given to other medical professionals, but EMS continuing education was not issued to participants. The activity is usually a one-time presentation.

**Schedule** – A departmental list of internal upcoming continuing education events.

**Tamper Resistant** – A procedure or technique that attempts to prevent deception, fraud or forgery of a CE document (method to be determined by the CE provider).

**Target Audience** – A group for which a learning experience has been designed.

**Teaching Methods** – A system of instructional procedures base on education principles.

**Time Frame** – The total length of time in minutes required for a content area, presentation, or education session.